

Army Pamphlet 710-2-1

31 December 1997

UNCLASSIFIED

Inventory Management

Using Unit Supply System (Manual Procedures)

Chapter 11 Ammunition Management

Section I General

11-1. Specific applicability

a. Procedures in this chapter apply to the Active Army, the Army National Guard (ARNG), and the U.S. Army Reserve (USAR). All Army organizations that consume ammunition use the procedures in this chapter to account for ammunition and missiles at the user level.

b. The U.S. Army Combined Arms Support Command, ATTN: ATCL-AM, Fort Lee, VA 23801-6000 writes the procedures in this chapter and coordinates publication of training ammunition management procedures in this pamphlet with the U.S. Army Quartermaster Center and School. Using the chain of command prevents duplication and gets faster answers when experts in the chain of command have solved similar problems or answered identical questions for other users. Use an official memorandum to request

c. For clarification or deviation authority, send the letter through the chain of command to Commander, U.S. Army Combined Arms Support Command ATTN: ATCL-AM, Fort Lee, Va 23801-6000. Upon request, USACASCOM will clarify procedures in writing directly to the requesting unit. For deviation requests,

USCASCOS will draft a response and forward the draft to HQDA, ATTN: DALO-SMA, for approval and dissemination.

11-2. Concept

This chapter includes responsibilities; procedures for forecasting, requisitioning, accounting, storing, inventorying, and turning-in ammunition; and safety, security, and amnesty program.

11-3. Definitions

a. *Ammunition*. Includes, but is not necessarily limited to, all items of training and war reserve ammunition, chemical propellants (liquid and solid), high and low explosives, rockets, guided missiles, warheads, devices, signals, components (including chemical fillers), and associated substances that present real or perceived potential hazards to life or property.

b. *Basic load ammunition*. Conventional ammunition (nonnuclear) and missiles that a unit must have on hand or on request at all times. Ammunition basic load (ABL) quantities are specified in rounds, units, or weight, as appropriate. Each MACOM will establish justification, forecast and stockage procedures for ammunition basic loads. ABL to accompany troops (TAT) and ABL not to accompany troops (Non-TAT).

(1) TAT ABL is defined as ammunition that can be carried by, or accompany the soldier, uploaded on a combat vehicle or on organic transportation during deployment (on board an aircraft or ship).

(2) Non-TAT ABL is defined as ammunition that cannot accompany the soldier, nor be loaded in combat vehicles or organic transportation during deployment. Non-TAT ABL will be shipped to the POE for deployment with unit equipment or directly to the unit POD.

c. *Ammunition combat loads*. Ammunition combat loads are HQDA designated quantities carried by each deployable weapon system to initiate combat as determined by TRADOC/materiel developer.

d. Operational loads of ammunition. CTA-authorized ammunition for guard, training, ceremonial, and state security, and ammunition required by police or investigation agents to perform their daily duties.

e. Training ammunition. Ammunition authorized under [AR 5-13](#) and managed by the Training Ammunition Management System (TAMS) for expenditure by units to achieve required readiness levels.

f. Ammunition residue. All items remaining after ammunition and missiles is used. Ammunition residue includes such items as steel, plastic, or brass cartridge cases; links; safety wires; nose plugs; launch tubes; pull rings and levers; fin protectors; safety clips; igniters; firing devices; grommets; cardboard and wooden boxes; cans; missile containers; missile components; banding strips; pallets; and other items used to package ammunition and missiles. See appendix for a sample listing of residue items.

g. Ammunition supply point (ASP). A supply support activity (SSA) that receives, stores, issues, and maintains stock record accountability for class V supplies.

Section II

Managing Basic Load and Operational Load Ammunition

11-4. Basic load ammunition

a. General. Basic load and operational load ammunition will be accounted for at each level of distribution down to the individual.

b. Responsibility. Assign responsibility for basic load ammunition using property book and hand receipt procedures in chapters [5](#) and [11](#).

c. Requesting. Use DA Form 581 (Request for Issue and Turn-in of Ammunition) to request ammunition. Follow the procedures in chapter [2](#).

d. Accountability. Basic load ammunition is authorized by [AR 710-2](#) and MACOM policies. Account for on-hand basic load ammunition on the unit property book. Follow the procedures in chapters [4](#), [5](#), and [7](#). **NOTE: NO BASIC LOAD IS STORED AT FORT GORDON. CONTACT DA G-4 AT FORSCOM.**

(1) When the basic load is stored for the unit at the supporting ammunition supply point (ASP), and the ASP retains accountability for the ammunition, record on the property book page the document number from the DA Form 581 request and the ASP-provided location of the stocks reserved for the unit's basic load.

(2) When the ASP issues the basic load to the unit and posts the issue as a loss to the ammunition stock records, but provides a locked storage location for dedicated access by the unit because the unit does not have secure storage facilities, assign responsibility for the ammunition to the individual having custody of the keys to the locked storage area. Use hand receipt procedures in chapter [5](#).

(3) When the ASP issues the basic load to the unit, posts the issue as a loss to the ammunition stock records, and provides secure storage for the ammunition but does not limit storage-location access to the owning unit, assign responsibility for the ammunition to the ASP accountable officer. Use hand receipt procedures in chapter 5.

e. Safety and Security. Before dispatching vehicles to pick up ammunition, verify that the vehicles selected will pass a stringent safety inspection. Use DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Material or overseas bilingual version to inspect the vehicle at the unit prior to departing for the ASP. The ASP will use the same DD Form 626 to perform a vehicle inspection (destination). Vehicle inspection criteria is also explained in the supporting ASP's operations procedures.

(1) At the ASP, a civilian Quality Assurance Specialist Ammunition Surveillance (QASAS), military NCO MOS 55X, or other qualified person, inspects unit vehicles used to pick up ammunition to ensure the vehicles are safe to transport munitions.

(2) Department of Transportation regulations and local public law governs transportation of ammunition on public highways. When military vehicles are loaded with ammunition for movement over public highways, a completed DD Form 836 (Shipping Paper and Emergency Responses Examination for Hazardous Materials Transported by Government Vehicles) (or overseas bilingual version) must be on-hand. DD Form 836 must be completed by a qualified individual from a transportation office, unit, or other unit using hazardous material for transportation in commerce. or areas accessible to the general public. [Figure 11-1](#) is a sample of DD Form 626. It is used to transport ammunition on public highways without having DD Form 626 and DD Form 836.

The unit may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 approved by the ASP.

(3) Requirements for the security of ammunition and missiles are prescribed in [AR 190-11](#) /NGR 190-11. When storing ammunition, follow the safety procedures in TM 9-1300-206 unless specifically exempted or host-nation laws take precedence.

11-5. Operational load ammunition

a. *Responsibility.* Assign responsibility when issuing operational load ammunition to individuals. Use hand receipt procedures in chapter [5](#).

b. *Requesting* Requesting operational load ammunition using DA Form 581. Follow the procedures in chapter [2](#).

c. *Accountability.* Formal accountable records for operational load ammunition are required; assign responsibility using hand receipt procedures in chapter 5. [AR 710-2](#) provides authority to stock operational load ammunition. CTA 50-909 specifies the types and quantities authorized for stockage. Operational loads of ammunition are authorized in units that perform guard, ceremonial, State security, civilian training, and police missions.

(1) The Property Book Officer will transfer responsibility for the ammunition to an individual who will store and maintain it by use of a DA Form 2062.

(2) [AR 735-5](#) procedures will be utilized to adjust the property book if the ammunition is expended.

d. *Inventories.* Inventory operational load ammunition per [AR 190-11](#)/NGR 190-11, [AR 710-2](#), [AR 740-26](#), and chapters [9](#) and [11](#) of this pamphlet.

Section III Managing Training Ammunition

11-6. Training ammunition

a. *Responsibility.* This section prescribes procedures for assigning and maintaining responsibility for training ammunition. Use DA Form 5515 (Training Ammunition Control Document) and DA Form 5515-1 (Training Ammunition Control Document Continuation Sheet) as hand receipts to assign responsibility for ammunition. These forms are available through normal publications channels.

b. *Authorization.* [AR 5-13](#) authorizes units to consume conventional ammunition and missiles during readiness training for combat. [DA Pam 350-38](#) and [DA Pam 350-39](#) provides requirements-computation data for training ammunition and missiles based on the number of weapons systems assigned, readiness levels, and quantities of ammunition needed to sustain soldier and crew proficiency. It is a living document and is updated as new weapons are fielded. Use the models provided in DA Pam 350-38 and DA Pam 350-39 to compute the amount of ammunition and missiles needed to support training standards.

11-7. Forecasting

a. *Requirements determination.* Training ammunition requirements determination is a peacetime procedure based on data in DA Pam 350-38 and DA Pam 350-39 and projected training events such as individual weapons qualification, field training exercises (FTX), and crew weapons qualification. The requirements-determination process uses the TAMIS Training Ammunition Forecast Report (TAFR) submitted by units to forecast their training ammunition needs. Data from actual ammunition issues and turn-ins are used to update the TAMIS data base. Factors that impact requirements-determination and forecasting are:

- (1) Historical and actual ammunition consumption data from previous training exercises.
- (2) Training objective.
- (3) Equipment/weapon system availability.
- (4) Range time.

b. *TAMIS Training Ammunition Forecast Report.* This forecast summarizes the total quantity of each DODIC required to support training during the next 12 months. Before each fiscal year begins, MACOMs use this forecast to modify and state requirements to Department of the Army (HQDA) at the Annual Training Ammunition Authorization Committee (TAAC) meeting prescribed by AR 5-13. From this meeting, HQDA gives MACOMs authorization for training ammunition based on stock availability, funding, ammunition production, transportation, and other considerations.

- (1) Consumption of these authorizations is managed through monthly submission of this report.
- (2) Units prepare and use this forecast to maintain an up-to-date forecast of ammunition needs. MACOMs use this forecast to determine requisition needs. This forecast also feeds the Worldwide Ammunition Reporting System (WARS).

11-8. TAMIS Training Ammunition Forecast Report procedures

MACOMs prescribe timeframes for submitting forecasts.

- a. Determine planned training requirements for each of the next 12 months.
- b. Determine ammunition DODIC and quantity required for each training requirement. Use requirements-computation data in [DA Pam 350-38](#) and [DA Pam 350-39](#) and guidance in paragraph [11-6a](#), above.

- (1) When a quantity remains on the authorized allocation for the current fiscal year, do not exceed that quantity.
 - (2) Coordinate with the S3/S4, G3/G4, or DPTSEC/DOL to ensure that the correct historical data was used when computing requirements for months in the next fiscal year and that forecasted quantities are not excessive.
- c. Use DA Form 5514-R (TAMIS Training Ammunition Forecast Report) ([fig 11-2](#)), to record the total quantity for each DODIC required for each month in which the unit will draw training ammunition from an ASP. Use a separate line within the DODIC block on the form to forecast quantities that the unit will draw from each separate ASP. Do not include the month in which the report is prepared. Start with the following month and report forecasted quantities for 12 months. For example, a report prepared in January 1986 would report forecasted quantities for 1 February 1986 through 31 January 1987. DA Form 5514-R will be locally reproduced on 8½ by 11-inch paper. A copy for local reproduction purposes is located at the back of this handbook.
 - d. Submit the completed forecast to the next higher headquarters in the unit chain of command.
 - e. Each level in the chain of command uses DA Form 5514-R to consolidate and forward the forecasts to the next higher headquarters using manual or automated means prescribed by the MACOM.

Section IV

Requesting, Receiving, Hand-receipting, and Turning-in Training Ammunition

11-9. Requesting training ammunition

Use DA Form 581 to request training ammunition.

a. Prepare DA Form 581 in the number of copies specified by the ASPs operating procedures. Detailed instructions for preparing the DA Form 581 to request training ammunition are in [figure 11-8](#). Prepare a separate DA Form 581 for each training event code. Training event codes are listed in [appendix I](#).

b. Assign the DA Form 581 a document number from the expendable document register. If automated procedures were used, use the computer-assigned document number.

c. Have the unit commander (or DA Form 1687-designated representative) sign the DA Form 581.

d. Keep one copy of the DA Form 581 and/or DA Form 581-1 (Continuation Sheet), if applicable, in the suspense file. Forward all other copies through the authenticating officer (division ammunition officer, installation ammunition officer, State TAMS manager, etc.) to arrive at the ASP within the time frame and in the number of copies specified in the ASPs operating procedures (usually 3 days prior to the requested pick-up date).

e. Request missile items, blank ammunition (to include demolition material), mines, and pyrotechnic devices on one DA Form 581 provided that no more than seven DODICs appear on each page. If the ammunition requested is for overhead fire, enter in the remarks block of the DA Form 581 the statement, "To be used for overhead fire."

f. Requests for pick-up of ammunition are approved by automated means, by the approving commander's signature, or by a DA Form 1687- designated approving official. MACOMs will establish procedures for a records check to be performed by local Provost Marshall Office in accordance with [AR 190-11](#) on each individual authorized to requisition or receipt for ammunition and explosives. Both the requesting and approving authorities provide DA Forms 1687 to the ASP. The approval procedure gives commanders control of ammunition issues to their units. Approval is based on units not exceeding their sub authorization. The ASP verifies that authorized signatures of the requesting and approving officials appear on each request.

g. Unit commanders are responsible for security and control of the units ammunition program and for ensuring that only authorized personnel will receipt for class 5 drawn from any ASP.

(1) Prepare DA Forms 1687 according to [figure 11-4](#). Make them valid for a period the approving authority expects to remain in his/her position or not to exceed 1 year, whichever is less. Review them quarterly for accuracy.

(2) Commanders authorize only officers, and SGTs and above to sign requests for pick-up of ammunition. Only persons in the rank equivalent of SSG and above are authorized to receipt for Category I and II arms, ammunition, and explosives as defined in AR 190-11/NGR 190-11. Commanders designate a responsible person to receipt for category III and IV ammunition.

(3) Give two copies of the DA Form 1687 to the ASP and one copy to the authenticating officer. Attach a copy of the commander's assumption-of-command orders, and/or battalion S4/property book officer orders to each of the signature cards.

11-10. Receiving training ammunition

a. Before dispatching vehicles to pick up ammunition, verify that the vehicles selected will pass a stringent safety inspection at the ASP using DD form 626 (or overseas bilingual version). Vehicle inspection criteria is also explained in the supporting ASP's operations procedures.

(1) At the ASP, a civilian Quality Assurance Specialist Ammunition Surveillance (QASAS), military NCO MOS 55X, or other qualified person, inspects unit vehicles used to pick up ammunition to ensure the vehicles are safe to transport munitions. The unit may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 issued by the ASP.

(2) Department of Transportation regulations and local public law governs transportation of ammunition on public highways. When military vehicles are loaded with ammunition for movement over public highways, the ASP must brief the vehicle drivers and issue the drivers a DD Form 836 (or overseas bilingual version). Complete the DD Form 836 per AR 55-355 or overseas instructions. Figure 11-1 is a sample copy of DD Forms 626. Do not use vehicles to transport ammunition on public highways without having DD Form 626 and DD Form 836.

The unit may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 issued by the ASP. Vehicles transporting inert ammunition items and inert residue do not require the DD Form 626 or DD Form 836.

(3) Requirements for the security of ammunition and missiles are prescribed in [AR 190-11](#) /NGR 190-11. When storing ammunition, follow the safety procedures in TM 9-1300-206 unless specifically exempted or host-nation laws take precedence.

b. Pick-up personnel report to the ASP customer service clerk. Give the clerk the unit suspense copy of the DA Form 581 and request inspection of the vehicles that will transport the ammunition.

c. Follow the ASP checker (escort) to the ammunition storage area.

d. Inventory, load, block, and brace the ammunition selected by the ASP checker. The inventory must verify quantities and lot numbers.

e. Sign "Signature of Receiving Checker" blocks of DA Form 3151-R (Ammunition Stores Slip) ([fig 11-4](#)).

f. Return loaded vehicles to the vehicle assembly area for inspection by QASAS personnel for proper loading, blocking, bracing, and safety (including placards).

g. Accompany the ASP checker to the ASP customer service clerk who will complete the issue blocks of the DA Form 581. Sign the receipt block of the DA Form 581. Obtain copies of the DA Form 581, DA Form 3151-R, DD Form 626, and, if necessary, DD Form 836. Ensure that any restrictions pertaining to the use of the ammunition issued are entered on the DA Form 3151-R and DA Form 581 in clear and concise language.

h. When the ammunition is received, the unit will post the issue to the unit document register, DA Form 2064 by completing the date and quantity received as shown on the DA Form 581. File the completed DA Form 581 in the unit voucher file.

11-11. Training ammunition management and control procedures

a. Units that request and receive ammunition from an ASP must maintain training ammunition management and control documents. Documents consist of:

(1) The TAMIS Authorization Report (or ARNG HRA11PO equivalent).

(2) DA Form 5203 (DODIC Master/Lot Locator Record).

(3) DA Form 5204 (Serial Number Record).

(4) DA Form 581 (Request for Issue and Turn-in of Ammunition) (or automated equivalent).

(5) DA Form 3151-R (Ammunition Stores Slip).

(6) DA Form 5515 (Training Ammunition Control Document).

(7) DA Form 2064 (Document Register for Supply Actions).

b. Use these documents to manage the training ammunition and missile authorization, to control issue of ammunition and missiles, and to ensure that unexpended ammunition and missiles, and residue, is controlled until return to the ASP.

c. Use [DA Pam 350-38](#) and/or [DA Pam 350-39](#) to compute the annual training ammunition requirements. When computing the requirements, consider the following information:

(1) Annual ammunition consumption data from previous training exercises.

(2) Authorization from current and previous years.

(3) Training objective.

(4) Personnel fill.

(5) Equipment/weapon system availability.

(6) Range time.

(7) DAO, S3/G3, S4/G4, and or DOL guidance.

c. Use the TAMIS Authorization Report or ARNG HRA11PO as the base for maintaining a continuous running balance of the remaining annual training authorization by deducting, from the initial authorization, issues from the ASP as they occur. Deduct the quantities shown on the issue copy of the DA Form 581. Also make adjustments for changes in authorization. Maintain the running balance on the report itself or on an attached sheet of paper. Make sure the running balance shows continuous visibility of the remaining authorization by DODIC. Ensure that current TAMIS Authorization Reports are obtained after each transaction occurs.

11-12. Procedures for preparing DA Form 5203 and DA Form 5204

a. Prepare a DA Form 5203 ([fig 11-6](#)) for each DODIC and a DA Form 5204 ([fig 11-7](#)) for each missile (or serial-numbered item) authorized for the fiscal year.

b. When ammunition is received from the ASP, post receipts from the DA Form 581 to DA Form 5203, DA Form 5204, and DA Form 2064 (figs [11-5](#), [11-6](#), and [11-7](#)). On the DA Form 2064, post the date received and the quantity received for the first item listed on the request.

c. For each DODIC received, enter the date and quantity received on the appropriate DA Form 5203. Enter the document number of the DA Form 581 and update the balance on hand. Enter the serial number of each serial-numbered item received on the DA Form 5204 pertaining to that item.

d. File the DA Form 581 and DA Form 3151-R as supporting documents for the document register entry.

11-13. Issuing training ammunition to users

a. Use DA Form 5515 ([fig 11-12](#)) as a hand receipt for issuing ammunition in various quantities from parent unit to subordinate unit, from one supervisory level to another, or from one person to several recipients, and as a turn-in document for unexpended ammunition

and residue when the training event is completed. Use a different DA Form 5515 for each issue. Additional sub-issues may be made by utilizing the second part of the DA Form 5515 and additional DA Form 5515s. (See [fig 11-11](#) for document flow).

b. The organization which receives ammunition through DA Form 581 will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of expenditures of all ammunition down to the first line supervisor and return. A copy of each supporting DA Form 5515 will be attached to the issue DA Form 581. The total of the issues cannot exceed total quantities on hand in the unit. Each level that receives or issues ammunition must keep a copy of the issue DA Form 5515. Use those on hand in the unit. Use this copy to simplify ammunition and residue turn-in. Do not use DA Form 5515 to issue ammunition lower than the first-line supervisor (SGT or equivalent) closest to the soldiers who will fire the ammunition.

(1) The activity that maintains the DA Form 5203 and DA Form 5204 for ammunition received from the DSU assigns a document number to the DA Form 5515 from the expendable items document register. On the document register, show the date issued, and DODIC and nomenclature of the first item on the DA Form 5515.

(2) Post the DA Form 5203 and DA Form 5204, as appropriate, for all items on the DA Form 5515 with the date issued, document number, unit designation, quantity, and remaining on-hand balance. **Use DA Form 5515 as a hand receipt to pass responsibility to subordinate levels.** For example, an infantry-company supply sergeant who receives ammunition on DA Form 5515 from the battalion S-4 may use another DA Form 5515 to subhand receipt the ammunition to the platoon leader, squad leader, or range NCOIC who will control ammunition use. Each level that uses DA Form 5515 perpetuates the document number assigned to the form by the level that drew the ammunition from the ASP on DA Form 581. The intent of this action is to maintain signature accountability to a supervisory level closest to the soldier to ensure proper control and consumption of ammunition, and simplify collection of residue after the ammunition is expended. Overprinting of DA Form 5515 is authorized.

(3) Brief soldiers on their responsibility for authorized use, turn-in, and reconciliation of ammunition items issued to them. Give this briefing both before and immediately following any training activity that includes ammunition. DA Form 5515 contains the required briefing and debriefing certificates. Open boxes of ammunition only as needed. Returning live ammunition is easier when only the number of boxes required to conduct training are opened. **Problems occur when more ammunition than needed is opened and lot number**

integrity is lost. Upon completion of each training event, ensure that all personnel turn in any ammunition or residue they have in their possession.

(4) After all personnel have turned in ammunition and residue, conduct a safety inspection to ensure that they do not have in their possession, in their equipment, or on their vehicles any live ammunition or residue.

(5) Inventory the remaining ammunition and residue. Repack the live ammunition as close as possible to its original configuration. Maintain lot number integrity. Complete the DA form 5515 by annotating the appropriate blocks as shown in figures [11-11](#) through [11-15](#). If the nature of the training conducted (e.g. FTX, JTX, LFX) prevents collection of all residue, provide an explanation of the circumstances involved on DA Form 5515.

(6) Opened ammunition containers will be inspected by an SFC or above, from the unit returning the items, to ensure that lot numbers agree with the lot numbers printed on the container and that all ammunition components are present and are properly repacked. Ammunition inspection certificate, signed by an SFC or above, from the unit returning the items will be placed in each container certifying that the information listed above is correct. Final determination of the condition of ammunition, i.e., serviceable or unserviceable, rests with the ASP personnel.

(7) Supplementary charges removed from artillery projectiles prior to assembling proximity fuzes to projectiles, will be packed in the containers from which the proximity fuzes have been removed. The containers should be properly marked and will be returned to the ASP.

11-14. Specially controlled training ammunition

a. *Expenditure certification.* (This certification is in addition to requirements in para [11-16](#)).

(1) The Unit Range Officer in charge (OIC) (SSG or above) will sign DA Form 581 or DA Form 5515 and control all items (coded with a "T" in app [J](#) tables) while at the range.

(2) The Unit Range Safety Officer (SSG or above) will certify quantity drawn, quantity to be returned, and quantity consumed in training at the range. A WO1, or above, will perform the Unit Range Safety Officer duties at any training event requiring expenditure of explosives at locations other than ranges on U.S. Army installations; or when category I items are used in live fire exercises.

(3) The Unit Range Safety Officer will personally observe placement of charges, actual detonation, and certify the quantity of all items expended. Certification will be completed on DA Form 5692-R (Ammunition Consumption Certificate). A sample DA Form 5692-R is shown at [figure 11-16](#). DA Form 5692-R will be locally reproduced on 8½ by 11-inch paper. A copy for local reproduction purposes is located at the back of this manual.

(4) The original copy of each certification of expenditure will be attached to the turn-in document (DA Form 581 or DA Form 5515). The Unit Range Safety Officer will sign expenditure statement placed in block 32 of the DA Form 581. Documents will be provided to the ASP during the turn-in/reconciliation process. The ASP will not clear units without the required certifications and signatures.

b. Demolition plan.

(1) A copy of the units DA Form 2203-R (Demolition Reconnaissance Record) will be provided to Range Operations at the time the unit requests use of the range for training purposes. See [figure 11-19](#) for example DA Form 2203-R. Use FM 5-250 for preparation instructions when preparing the form. Figure 11-19 is shown in this pamphlet only to familiarize you with the report that must be submitted to Range Operations prior to using training ranges.

(2) The training units Demolition Reconnaissance Report must be approved one level above the unit requesting explosives, but not less than battalion.

(3) This plan will be used to cross-check against explosives reported as expended.

(a) Range Operations will retain all Demolition Reconnaissance Reports.

(b) Units conducting training will provide Range Operations with the following: time the range was opened and closed, type of training, type and amount of explosives consumed, firing systems types and amounts consumed, and a copy of the issue DA Form 581. This information will be provided to Range Operations at the time the range is closed. Range Operations will record this information in a daily log.

(c) Range Operations will compare amounts reported as consumed with the amounts indicated on the training units Demolition reconnaissance Report. Any differences will be challenged within 1 working day.

11-15. User return of ammunition and residue

a. The activity that first issued the ammunition on DA Form 5515: a. Reconciles the quantities of ammunition and residue returned against the residue quantity required.

- b. Notes all shortages.
- c. Verifies that a statement is entered on the DA Form 5515 to explain the circumstances causing the shortages.
- d. Ensures that the statements on the form are signed and dated.
- e. Signs the DA Form 5515 confirming receipt of the ammunition and residue turned in, and that the residue doesn't contain any live rounds, primers, explosives, or other extraneous material. A sample DA Form 5515 is shown in figures [11-12](#) through [11-15](#).
- f. Posts the DA Form 5515 to the document register. Annotates the issue transaction as completed, including the date completed.
- g. Posts the quantity of live rounds received to the appropriate DA Form 5203 and DA Form 5204 as gains.

11-16. Preparing to turn-in ammunition and residue to the ASP

a. Prepare separate DA Forms 581 to turn in live ammunition and residue ([fig 11-9](#) and [fig 11-10](#)). **Assign document numbers to the DA Forms 581 from the expendable items document register.** The combined quantities of live ammunition and residue turned in must balance with the quantities of ammunition initially issued by the ASP. The ASP reconciles the turn-in quantities using the weight factors in appendix or an item count, as appropriate.

b. Ensure that the DA Form 581 for residue turn-in contains the statement shown in [figure 11-10](#) certifying that no live ammunition is among the residue materiel. The **DA Form 581 for live ammunition must contain the statement shown in [figure 11-9](#) certifying that all ammunition received was either expended or turned in.** **Complete DA Form 5811-R (Certificate-Lost or Damaged, Class 5 Ammunition Items) for any residue shortages** that exceed the allowable losses specified in appendix [J](#) (see [fig 11-17](#)). A copy of DA Form 5811-R is available at the back of this pamphlet. It will be reproduced locally on 8½ by 11-inch paper. **The first LTC in the chain of command signs the certificate . Make every effort to collect all residue for turn-in even when the nature of the training prevents collection of all residue. Missing live ammunition requires action under [AR 190-11 /NGR 190-11](#).** An [AR 15-6](#) investigation will be initiated when a shortage of Category I ammunition or Category I residue occurs.

c. Commanders are required to initiate action and attach evidence of that action (e.g., copy of report of survey or other request for investigation) when:

(1) Turn-in action and all administrative requirements are not completed within five working days following the event for which the ammunition was issued and an extension was not granted due to abnormal circumstances.

(2) The residue plus live ammunition turned in is less than the quantity issued and is not accounted for by the commander's statement or the allowable losses provided in appendix [J](#).

(3) Damage to live ammunition is from other than FWT.

d. ASPs must meet a unit's requirement to return ammunition and residue and complete the documentation within five working days after completion of the training event, or the ASP must grant an extension. The ARNG State Marksmanship Coordinator (SMC) is responsible for turning all marksmanship ammunition and residue on a quarterly basis. A complete reconciliation of prior issue documents is required before receiving additional ammunition.

e. ASPs provide temporary storage for training ammunition and residue pending completion of the turn-in action. At the end of a training event, prior to close of the training day, return all ammunition and residue to the ASP or guarded holding area for temporary storage pending completion of turn-in action. Before taking ammunition to the ASP or holding area, sort all explosives from inert residue and inspect all items for safety. Coordinate turn-ins in advance to ensure timely acceptance. The ASP may grant exceptions to the same-day turn-in requirement when factors such as distance, weather, record-processing workload, etc., prevent the turn-in.

f. When the unit exceeds the five-working-day turn-in documentation- completion period without prior coordination, the ASP initiates command notification and will not issue more training ammunition to that unit until the turn-in action is completed or proof of initiation of an investigation is provided to the ASP.

g. Following turn-in of the ammunition and residue, the ASP gives signed copies of the DA Form 581 and DA Form 3151-R to the unit. File these forms with the issue copy of the DA Form 581 and appropriate DA Forms 5515. Maintain the file under [AR 25-400-2](#), as applicable.

h. Add the quantities of serviceable live ammunition turned-in (ammunition condition codes A, B, and C), as indicated by the ASP, as a gain to adjust the

running balance on the unit copy of the TAMIS Authorization Report (HRA11PO or equivalent in the ARNG).

i. Ammunition items returned in their original containers with the seals intact, will be credited to the units allowance when the credit document is received at the DAO.

j. The following procedures will be used when units have A&E on hand, regardless of the reason or circumstance, after turn-in has been completed and documents reconciled:

(1) Prepare a new DA Form 581 for the A&E. Note in block 11, the original issue document number and state "This is an amended turn-in document."

(2) The unit commander will ensure that A&E scheduled for turn-in will be maintained under the appropriate controls and safeguards until it can be turned in to an ASP.

(3) The turn-in will be accomplished during normal duty hours for the ASP.

(4) The first LTC in the chain of command will:

(a) Sign the amended return. Ensure units do not abuse the amended turn-in procedures. **(NOT AUTHORIZED AT FORT GORDON)**

(b) Use the amended turn-in procedures to monitor A&E control in his or her subordinate units.

11-17. Unit turn-in actions at the ASP

a. Provide enough personnel to accomplish the turn-in task. Turn-in personnel report to the ASP stock control clerk, give the clerk the unit turn-in document(s), and request inspection of the unit vehicles.

b. Follow the ASP checker and take the live ammunition to the ammunition segregation and inspection area. Unload and segregate the live ammunition by DODIC and lot number. Assist ASP personnel in inspecting, repacking, and restenciling containers as necessary. Load the repacked ammunition back on the unit vehicles and follow the ASP escort to the appropriate ammunition storage areas. Unload and place the ammunition in storage as directed by the checker.

c. Follow the ASP checker to the residue salvage yard. Unload and segregate the residue by type. Assist ASP personnel in weighing or counting the residue.

d. Accompany the ASP checker to the ASP stock control clerk who will complete the appropriate blocks on the DA Forms 581. Obtain signed copies of the DA Form 581 and DA Form 3151-R.

Section V

Physical Security, Amnesty, Inspections, and Audits

11-18. Physical security

a. Upon departure from the ASP, the receiving unit must provide physical security for the ammunition per AR 190-11 /NGR 190-11 and this chapter. ARNG units and Active Army units located overseas, at the discretion of their MACOMS, are authorized home storage of training ammunition. When keeping ammunition on hand in the unit for more than 30 days, but not more than 90 days, follow the storage and inventory procedures that apply to basic load ammunition. Store training ammunition not in use in ammunition storage rooms or magazines that meet the construction requirements in AR 190-11/NGR 190-11. Just prior to and during training events, the using unit may store training ammunition on vehicles, in open field storage, or uploaded in ammunition holding areas provided the following criteria are met:

- (1) A perimeter barrier, either temporary or permanent, is maintained.
- (2) Continuous surveillance is provided by on-duty or specifically-appointed guard personnel.
- (3) Security lighting is provided, if available, during hours of darkness or poor visibility.
- (4) The area is posted as a restricted area.
- (5) Access is denied to unauthorized personnel.
- (6) Communications are provided for guard personnel, e.g. radio, telephone, etc.

(7) The ammunition in field storage is inventoried by the responsible person at the time of storage and every 24 hours thereafter. Report verified inventory shortages per AR 190-11/NGR 190- 11, chapter 7, and submit appropriate serious incident reports. When more than one unit is using the same storage area, separate and identify training ammunition stocks by unit. Only one unit at a time is responsible for providing security for the field storage area.

b. As an aid to maintaining ammunition security, MACOM, installation, battalion, and company commanders should implement, if possible and applicable, local measures to deter access to training areas and ranges when not in use, i.e. post them off limits, employ roving patrols, or make periodic checks to deter the presence of unauthorized personnel. These security practices discourage unauthorized access to these facilities and reduce the scavenging of ammunition items that units may have either purposely or inadvertently left on the range or in the training area.

c. After use, certain items of ammunition retain some value for training; for example, a LAW launcher. Such items are commonly reissued from ASPs to support unit training. For safety, security, and accountability purposes, ensure that all such items are conspicuously marked per AR 385-65, have holes drilled in them, or identified in some other way to prevent them from turn-in as accountable residue or restoration to their original configuration. Check all such items and return them to the ASP if they are not marked, drilled, or prominently identified in some other manner.

d. Units are not authorized to request ammunition residue from DRMO. When residue is needed for a specific training purpose, request the residue from the ASP. Units or unit personnel will not purchase ammunition residue from DRMO. The ASP demilitarizes ammunition residue before issue and disposal, sale to authorized contractors, or return to the wholesale level, as appropriate.

11-19. Amnesty program

a. General.

(1) A&E Amnesty Program. The A&E Amnesty Program is intended to ensure maximum recovery of military A&E items outside the supply system. It is not intended to circumvent normal turn-in procedures.

(2) A&E found on post.

(a) All found A&E, excluding small arms ammunition (up to and including .50 caliber), will be considered to be hazardous and will not be moved by untrained personnel. Supporting EOD personnel will respond upon request to recover A&E found on post. EOD need not be called when small arms ammunition is found. These items are to be delivered to the ASP. No documentation is required.

(b) EOD units may store recovered A&E overnight in the EOD storage locations and turn-in serviceable A&E to the ASP as soon as work load permits, but no later than three duty days following recovery. If the EOD unit does not have a

storage facility, ASP storage personnel will be on call to receive A&E from EOD at the ASP. EOD units are exempt from the 24 hour advance turn-in notification to the ASP, when turning recovered found on post and amnesty A&E.

(c) Military Police responding to a call to investigate A&E found on post, will coordinate all activities with supporting EOD.

(d) At installations without EOD support, commanders will establish a roster of properly trained personnel to evaluate ammunition prior to movement. Formal support agreements will be established with the nearest DOD installation having EOD capability to provide support for the amnesty program.

(3) *A&E found off post.* When any type of A&E, or explosive materiel is found outside an installation boundary, contact local civilian authorities, host nation military authorities or military police. EOD units will respond to off post incidents only at the request of civilian authorities or military police.

b. Commanders.

(1) All commanders will:

(a) Commanders (TAG for ARNG) will establish and implement an A&E amnesty program that does not intimidate the individual or prevent the individual from freely turning in ammunition. Each organization commander having elements that use/expend ammunition or explosives will develop an amnesty program that supports the MACOM A&E Amnesty Program.

(b) Commanders will monitor the amnesty program as an indicator of the effectiveness of ammunition accountability, to ensure that the program is not being used to circumvent accountability.

(c) Ensure assigned personnel are briefed on A&E Amnesty Program policies and procedures semiannually and prior to each exercise or training event that requires the use of A&E.

(d) Monitor the A&E Amnesty program to ensure units do not abuse the program in lieu of using proper turn-in procedures.

(e) Post the location and telephone number of the nearest military turn-in point and provide directions to anyone (military or civilian) who wants to turn-in A&E under the program.

(f) Develop Standard Operating Procedures (SOP) detailing specific functional responsibilities and highlighting explosive safety requirements for handling A&E amnesty items.

(2) Installation commanders will:

(a) Furnish qualified persons to provide technical supervision of amnesty operations and request EOD support as needed.

(b) At a minimum, each installation commander will establish an A&E amnesty program with following provisions:

(1) Publicize the program in the media, unit training programs, community operated facilities and military organizations.

(2) Amnesty Day.

(3) Schedule A&E amnesty days annually for collection of abandoned or unauthorized A&E. CONUS ammunition production facilities and CONUS wholesale depots will schedule amnesty days at least annually. Coordinate amnesty day schedule with supporting ASP 60 days prior to each amnesty day. Forward schedule of A&E amnesty day to all subordinate commanders. Establish collection points easily accessible to persons desiring to turn in A&E. Safeguard turned in A&E and transport it to the ASP. Extreme care must be exercised in handling both serviceable and unserviceable A&E that has been turned in.

(4) Ensure DOD personnel, Quality Assurance Specialist (Ammunition Surveillance) (QASAS), or soldiers in MOS 55B and 55X are available on A&E amnesty days to supervise the collection process. Ensure that medical personnel are on call for emergencies, that explosive safety personnel approve collection procedures and facilities, and that the fire department is notified and fire fighting equipment is available on call.

(5) MACOM Commanders may:

(a) Designate explosive ordnance disposal EOD units as amnesty turn-in points.

(b) Provide amnesty collection containers at each ASP.

(1) These containers will be available 24 hours a day for recovery of amnesty A&E.

(2) Amnesty containers will be inspected at irregular intervals. The interval will be established by the MACOM Provost Marshall Office in coordination with the MACOM Safety Officer and MACOM Chief QASAS. Results of the inspection will be documented and any amnesty items found in the container removed and secured.

(c) Authorize amnesty containers for A&E items in locations other than the ASP.

(d) Both the MACOM Safety Officer and MACOM Chief QASAS will approve the design, identification, location, and operating instructions of all amnesty containers.

c. Ammunition Supply Points (ASP). ASPs (or Surveillance and Accountability Control Teams) will accept ammunition turned in under the provisions of the A&E Amnesty Program. Individuals turning in A&E under the amnesty program are not required to have a turn-in document and are exempt from the 24 hour advance turn-in notification to the ASP.

(1) When A&E is turned in to the ASP under the amnesty program, the individual making the turn-in will not have documentation. Therefore, the ASP will initiate a DA Form 581 turn-in document to establish an audit trail. The "Request From" block of the DA Form 581 will contain one of the following entries (no other entries are permitted):

(a) Individual.

(b) Amnesty container.

(c) EOD.

(2) ASP storage personnel, will respond in a prompt and timely manner to accept A&E recovered by EOD personnel.

d. Telephone. Each installation commander will establish a 24 hour telephone number to provide directions to anyone (military or civilian) who wants to turn in military A&E under the amnesty program. A recorded message providing directions may be used.

(1) A telephone number will be designated at each installation to provide information and procedures for amnesty turn-ins.

(2) This requirement can be satisfied by providing a recorded telephone message, with information and procedures for found ammunition and ammunition amnesty turn-in.

(3) Where recorded messages are not used, individuals working in the area of the phone will be knowledgeable of the A&E Amnesty Program.

e. Publicity. All commanders will ensure amnesty program procedures and the location of the nearest amnesty turn-in point are advertised throughout their

command's area. MACOM commanders may choose to publicize the amnesty policy in the surrounding civilian community. Installation commanders will ensure the following will be widely publicized:

- (1) A telephone number for information on the A&E Amnesty Program and procedures to be followed for found ammunition.
- (2) The location of the nearest amnesty turn-in point.

11-20. Inventory

a. Physical inventory is accomplished by counting palletized configuration and/or outer pack. Banded pallets will not be disassembled to count individual boxes. Sealed boxes will not be opened to count individual items. If markings are believed to be incorrect, an actual count of each item will be made of those configurations believed to be incorrectly marked.

b. DA Form 3020-R (Magazine Data Card (MDC)), will only be used to aid in the resolution of discrepant accountable records and as an aid for storage (see [fig 11-18](#)). A copy of DA Form 3020 is available at the back of this pamphlet. It will be reproduced on 8½ by 11-inch paper. MDCs will not be used to determine quantities when conducting inventories. Inventories will be recorded on the MDCs as they are conducted.

c. When ammunition is in storage, a protective seal is used on the storage structure, and the same unbroken seal that was installed on the structure at the completion of the last inventory is in place, data from the last inventory may be used.

d. During an inventory, if any class 5 items are missing, immediate action will be taken under AR 190-11.

e. Results of the inventories will be posted to accountable records within 3 working days after completion of the inventory action. For those units not operating automated systems of stock accounting, refer to [DA Pam 710-2-2](#) for instructions on posting inventory results to lot locator record (DA Form 5203).

f. CG, USACIDC, will specify procedures for inventorying the ammunition reference file at the U.S. Army Criminal Investigation Laboratories.

g. Each item stored at a particular "floor" location will be counted as one item. Data elements considered for each stocked item are: DODIC, quantity, serial number, lot number, and location. If there is an error in any one of those data elements, there is an error for the item. The formula for computing first count inventory accuracy is: total number of items inventoried minus number of items with errors, divided by total number of items inventoried, times 100.

h. Physical inventory is accomplished by counting palletized configuration and/or outer pack, i.e., number of pallets multiplied by number of containers per pallet, multiplied by the quantity of rounds per container. Banded pallets will not be broken to count individual boxes. Sealed boxes will not be opened to count individual items. For less than full quantities, either box or pallet, the quantity used will be that quantity recorded on the light box or the number of boxes on the light pallet times rounds per box.

11-21. Inspections and audits

MACOMs prescribe the frequency for command inspections and audits for compliance with the procedures contained in this chapter.